
Subject: Pending File Maintenance

Effective Date: July 1, 2010

Policy Statement:

CYSHCN files must be maintained in an orderly and uniform manner to expedite the responsiveness to the clients and providers.

Procedure

Review the individual child file in response to a notation and/or receipt of application, bill, etc. to ascertain further activities.

At regular intervals the administrative specialists, review all of the pending files to ascertain further activities.

Unpaid bills and file should be referred to billing for disposition.